

COURT SENIOR ACCOUNTING TECHNICIAN
Supplemental Application
Announcement Number 08-029
Application Deadline: 4:30 p.m., Monday, December 29, 2008

This form must be submitted with the Superior Court of California, County of San Bernardino Employment Application.

This supplemental application and the regular Court application will be the basis for a competitive evaluation of qualifications. Only the highest rated candidates will receive further consideration. A résumé will not substitute for this form.

On a separate paper, please describe in detail, but as concisely as possible, your experience and accomplishment in each of the following areas. Your responses should be one page or less for each area. Specify the employer, position held and dates when describing experience.

1. Experience using SAP and/or MAS90, including the length of time you have been using the program(s) and the tasks performed.
2. Experience with desktop software such as MS Office including the length of time you have been using the programs and description of tasks performed.
3. Preparing revenue and expenditure reports, revenue and bank reconciliations, and monitoring and reconciling encumbrance balances.
4. Experience with budgeting and cash forecasting.
5. Experience with preparing account analysis and preparation of adjusting journal entries.

CERTIFICATE OF APPLICANT: I certify that all statements made in this application and supplemental application are true and complete to the best of my knowledge. I understand that any false statements of material facts will subject me to disqualification or dismissal.

Name (print): _____ Social Security Number: _____

Signature: _____ Date: _____